

Citrosol  
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Lager

# Glastonbury 2015

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CREW HANDBOOK





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# Welcome From Michael Eavis

Hi, I'm so glad to have you on board at Glastonbury Festival. Everyone who works or volunteers for us makes a genuine difference to the public and to the feel of the event—it's what makes Glastonbury unique.

For me, health and safety isn't about rules and regulations, it's about making sure everyone stays in one piece and gets to go home after enjoying the greatest show on earth. The advice given in this booklet is really important, even if you have been working with us for years, there is always plenty to learn and understand. And for those of you who are new to the Farm, our new Crew Handbook will show you how to work safely and how to stay a part of the Glastonbury Festival creators.

Work hard, work safe and make things even better.

**Michael Eavis**

Glastonbury Festival Founder





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# WHY A HANDBOOK

Glastonbury strives to maintain safe and healthy working conditions for everyone on site, **including volunteers**, and our aim is to achieve zero accidents and instances of ill-health caused by work. The Festival must be proactive in managing safety and welfare, which means we need to head-off dangerous situations and focus on preventing accidents. To help us achieve this we rely on the co-operation of all working crew and volunteers.

Safety is not an optional extra; it is a fundamental requirement. If you want to work at Glastonbury, you have to follow the guidelines set out in this handbook. This handbook gives important information to help you (and your fellow workers) stay safe. The idea is not to tell you how to do your job or to point out the obvious; but to offer guidance and useful details about the Festival as a workplace. It also explains what we expect from you.

We have a great support network of personnel, resources and shared knowledge stretching over decades. Don't be afraid to ask. We would rather 10 questions about how to do a job properly, than to have to deal with an accident.

Glastonbury may be a festival site, but it is still a workplace where the full weight of UK law applies. We have a duty to provide a safe working environment and YOU have a legal duty to co-operate and work safely. It is a privilege to be a part of the Festival and to work in an organisation where people feel safe and respected. Take pride in doing it right and looking after each other. The results will be enjoyed by thousands!

Tim Roberts  
Operations Director



# SAFE WORKING

## NEVER WORK ALONE!

Before starting work, **ALWAYS** make sure you have told someone you are on site, what you're doing and where you're doing it. Ask for their help if you needed!

You should always **KNOW** all the risks of the task and area you are working. Also checking you are properly prepared for the job, will make sure you you don't make a mistake and don't injure yourself or anyone else.

Later chapters in this handbook highlight how some common and high-risk tasks should be planned and managed. These guidelines should not replace any specific training or instruction that you have been given by your employer, crew boss or even an equipment manufacturer. However they do show acceptable working methods and specific site conditions that apply to Worthy Farm and Glastonbury Festival.

If you have any queries, contact the Site Office or the Safety Team. They are there to help and can be contacted on [safety@glastonburyfestivals.co.uk](mailto:safety@glastonburyfestivals.co.uk) or via the site office.



**Fatalities do and have happened recently**  
**You are not immune!**



# LOOK AFTER YOURSELF

It's not really a Site Rule, but there are many simple steps you can take to look after yourself. Glastonbury can be a seriously long hard job - especially if the weather is bad.

**PACE YOURSELF!** Take it steady at work and at play. We aren't expect you to get a lot of early nights, but you must ensure you are properly rested if you're going to see the job through. It sounds basic but when you're busy, looking after your own well-being often falls off the "to do" list.



**ALWAYS KEEP HYDRATED - Drink plenty of water.**



We are obviously in the business of creating a bit of noise - the show would not be the same without some music. Just be aware that the sound levels generated by big speakers and machinery can be extremely loud and damaging to your hearing. If your job takes you into high-noise areas, be sure to use the hearing protection provided.

While the festival is not providing you with a "kit list" of things to pack, make sure

**wellies, waterproofs, sun cream** and a **sun hat** are in your bag (along with your necessary PPE).

Make sure you use the toilets and hand-wash facilities. It is far to easy to pick up a bug which could ruin the whole experience.

As well as being physically demanding, the Festival can take a toll on your emotional and mental wellbeing. If you feel the need, you can get everything from a quiet word to full psychiatric assessment at the Welfare and Medical facilities (show time only).

**REMEMBER TO LOOK AFTER YOURSELF AND BE PREPARED  
"WHATEVER THE WEATHER"**



# LOVE WORTHY FARM LEAVE NO TRACE



**RESPECT THE FARM. RESPECT YOUR ENVIRONMENT**

Working Together for a cleaner, greener, fairer Glastonbury

GLASTONBURY  
FESTIVAL 2009  
CONTEMPORARY  
CULTURE



Oxfam

#LEAVENOTRACE

GREENPEACE

WaterAid



# LOOK AFTER OTHERS

Tools down is always a very exciting time of day! However there are thousands of small and venerable people on-site who will inevitably be attracted to some of the dangerous environments and equipment you leave behind. This could easily result in them causing serious injury to themselves or others.

You **MUST** always leave the work area locked and secure! Making absolutely sure that no unauthorised persons gain access to the work area!

**You should always:**

- **Secure the perimeter of the work area**
- **Lock hazardous tools away**
- **Secure open working pits**
- **Secure unfinished structures**

## BE A GOOD NEIGHBOUR

The festival site is a 24 hour, 7 day a week operational beast with huge numbers of staff working day and night, some of which have to work unsociable hours. These night workers **NEED** to get their rest, many of them will be operating machinery which is not advised with a lack of sleep!

Always consider your neighbours when deciding on having a late night drink within the staff campsite areas!



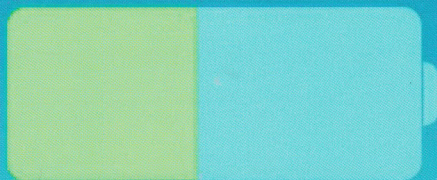
We are all in this together and crew have as much a part to play in removing all rubbish and unwanted equipment as customers do! Cable ties and other bits of hard plastics and metal **KILLS COWS!**

**Always bin cable tie clippings!!**

**Leave Only Footprints, Take Only Photos**



# PRESERVE YOUR BATTERY



## Battery Charging

As well as looking after yourself, here's a few easy ways to ensure your phone can keep pace with you during the festival:

- ▶ Turning off unused features like Bluetooth and WI-FI will increase the life of your phone for multiple hours if not a day or two!
- ▶ Turn off unnecessary updates, you're phone is constantly connecting to the network and shutting these off will reduce data activity and prolong the power in your battery.



**These simple steps taken at the start of the festival will also help us reduce frequency interference and unnecessary bandwidth usage.**

Imagine 175,000 people asking for something at the same time, not surprising some requests go unanswered!

**LESS interference and MORE available bandwidth** will only mean one thing... the network service will be less clogged up and ultimately more usable when you really need it.





**LOVE** WORTHY FARM **LEAVE NO TRACE**

IN ONE YEAR, THE UK PUTS OVER  
**10 BILLION BOTTLES TO LANDFILL**

**REFILL**



**NOT**



**LANDFILL**

**BRING IT! RE-USE IT!** Help us reduce litter across site. Please bring your own bottle to refill at water points and a cup for hot drinks from cafes.

Working Together for a cleaner, greener, fairer Glastonbury

**GLASTONBURY**  
FESTIVAL 2016  
CONTEMPORARY CLASS

 **Oxfam**

**#LEAVENOTRACE**

**GREENPEACE**

 **WaterAid**



# SITE SAFETY RULES

These rules are in place to protect you and your fellow workers. Anyone ignoring these rules will be asked to stop work. If they continue to work unsafely they will be dismissed and required to leave the site.

None of us want that, so please take the time to read and understand the way you are expected to work.

- ▶ The first and most important rule is that you are expected to work safely at all times. This means observing any restrictions or specific rules, but generally means NOT taking risks with yourself or anyone else. Most people who work unsafely know they are taking a risk, but they think the rules don't really apply to them or that an accident will never happen.
- ▶ You must not interfere with anything which is provided in the interest of Health and Safety.
- ▶ If you are using a Glastonbury Festival vehicle, you must have a clean license, be over 21 and observe all normal road safety rules when driving on site. **Remember the speed limits! 15MPH during build and 10MPH DEAD SLOW during show days!**
- ▶ Do not undertake any job or activity for which you are not either trained or competent.



- ▶ Never drive any vehicle or item of plant if you do not have the appropriate licence. And never leave the keys in the machine.
- ▶ You must properly separate your work from play. When working you must be sober and capable. This means not drinking or taking any intoxicating drugs - and getting enough rest. (Breathalysers are be in operation)
- ▶ The festival is a complex and hazardous workplace and you need to treat it (and your fellow crew) with respect and not contempt.



- ▶ Any person found to be operating plant whilst under the influence runs the risk of being removed from site immediately.

**To be clear - you MUST NOT work whilst under the influence or hungover. No lunchtime beer and no spliffs.**

- ▶ You must be properly prepared for the job. This means having the right clothing, PPE and tools. It also means having a plan - and not just cracking into the job and working it out as you go along. It is the responsibility of the Crew Boss to make sure everyone knows what's going on.
- ▶ Being prepared and having a plan are the best way to avoid accidents and breakages.

## PROHIBITED ITEMS

- ▶ Generators
- ▶ Sound Systems
- ▶ Motorbikes or Quads
- ▶ Fireworks or flares
- ▶ Drones
- ▶ Chinese Lanterns
- ▶ Dogs or other pets
- ▶ Drugs
- ▶ Legal Highs or NOS
- ▶ Weapons (*work tools obviously are permitted*)

## REPORTING & KEEPING RECORDS

If something does go wrong, report it! Please make sure you report ALL accidents, incidents and near misses to your crew boss Site Office or Safety Team.

This is not so that the festival can point the finger of blame, but so we can investigate and make sure the same incident does not happen twice. Don't cover it up - be honest and we can all learn from any mistakes.

If you happen to witness an accident or incident, please make a note of time and the key factors, even take a few pictures. The Safety Team may have to carry out further investigations after accidents and near misses and the more information the better. Accident Books and Report Forms are available in all Area Offices, and from the Site Office.

**REMEMBER RECORD WHEN YOU CHECK AND  
EVERYTHING IS OK!**



# PERSONAL PROTECTION EQUIPMENT

PPE is not a guarantee for avoiding accidents, but it is an important element in safe working. Using PPE is not a matter of personal choice. If the Festival (or your employer) has determined that certain PPE should be worn - it is a criminal offence to not use it properly. The site is constantly visited by Local Authority and HSE officers, so please ensure you use the right kit for the job - or you could be in for a very nasty surprise.



**THE HSE WILL VISIT AND WILL BE LOOKING  
FOR OFFENCES! THEY WILL FINE YOU!  
ALWAYS WORK SAFELY!**

PPE is about helping YOU look after yourself when working in highly dangerous situations on site.

## ***When the job requires it - you must wear.....***

- **PROTECTIVE FOOTWEAR** for handling operations or when there is a risk of materials falling. Flip Flops are not suitable footwear – save them for the beach!
- **HI-VIS VESTS** for all build and break work and when working with and directing event traffic on site.
- **HARD HATS** when any overhead risk is present or as determined by your Crew Boss or Area Organiser.
- **CLIMBING HELMETS** (with chinstraps) for riggers and anyone working in cherry pickers with risk of injury from overhead obstructions, gantries, stage roofs etc. *[See Work at Height section for more information]*
- **HEARING PROTECTION** in high noise areas or when using loud machinery.

**TO BE  
WORN  
AT ALL  
TIMES!**





# FIRE SAFETY



An uncontrolled fire on the festival site could be very serious. Large numbers of the public are accommodated in temporary venues and all around us there are fuels in gas cylinders, petrol and diesel tanks. Please adopt simple fire precautions to

prevent fires from starting. Make sure you know where your nearest fire extinguisher is and how to raise the alarm if you are the one to discover a fire.

Smoking is not permitted in any vehicle, venue or other enclosed space, or areas where "No Smoking" signage is displayed.



If you see anything that doesn't look right then bring it to the attention of your Crew Boss or report it using the numbers given before. Fire is such a big risk, no-one can afford to turn a blind eye.

***NEVER take a lit BBQ into your tent (or the little awning part). Even when it looks out; the BBQ emits toxic gases which are odourless. People have died in recent incidents as a result of such carbon monoxide poisoning. Don't become another victim: Keep it in the open air. This applies to illegal generators too!***





# VEHICLES

One of the biggest site risks is the movement of vehicles and plant combined with pedestrians. The Festival will seek to separate vehicle and pedestrian traffic, and where this is signed or marked out, please follow the indicated route.



You **MUST** drive safely, with due regard to site conditions and respect to others. Observe the site speed limit: **15MPH** during the build/break period and **10MPH DEAD SLOW** once the public are on site.

Be aware that even when the site appears empty, tractors and large vehicles and people may emerge from junctions and hedgerows without warning. **PAY ATTENTION** and drive carefully.

**Carrying passengers on forklifts or dumpers is strictly forbidden.**



Passengers may be carried in the beds of pick-up's, but all people must be accommodated within the load space and not sat on or overhanging the edges. When travelling on farm trailers, people should be enclosed in a support frame, and should **NEVER** travel with legs overhanging the edge. Make sure they aren't at risk from the load. Never travel on the draw-bar of a trailer.

**Any private vehicle used for work must be properly maintained and insured for work use.**



# VEHICLES

**DO NOT USE  
HAZARD LIGHTS  
ON THIS SITE**

**HAZ  
OFF**

**REMEMBER** - Do not use hazard lights whilst driving, indicators are much more useful to pedestrians!

During the show, all drivers must obey traffic restrictions and respect the instructions of Marshals, Stewards and Security.

**Drink and Drug testing within vehicles is in operation on-site. Everyone is liable to be tested and anyone found to be intoxicated whilst in control of a vehicle will face the relevant consequences.**

All vehicles must be returned in a suitable condition! They should not be littered with any debris including packaging, food, equipment or clothing (yes this also means underwear!)



**Whether its last weeks dinner or an empty bottle you've just finished it should NOT be in the vehicle when returned!**



# CHAINSAWS

There is not a ban on chainsaws at the Festival. They are very useful and flexible tools, however they really need to be treated with great caution and respect. Chainsaws are noisy beasts and you can be sure that if you use one you will quickly come to the notice of those around you - including the Local Authority and HSE!

**Here are some basics of using a chainsaw at the festival...**



- ▶ **ONLY** use a chainsaw if there is no alternative
- ▶ **ONLY** use if you are a trained operator (preferably with a qualification such as the City and Guilds or Lantra). **NEVER** let others "have a go", Glastonbury is **NOT** the place to learn how to use a chainsaw!
- ▶ Make sure the chainsaw is properly maintained and secured when not in use.
- ▶ **ALWAYS** wear appropriate PPE - this includes goggles, gloves and protective trousers!
- ▶ Fuel must always be stored in the correct container and **ONLY** bring to site what you intend on using.
- ▶ **ALWAYS** consider the environment and location you are working in and create a **SAFE WORKING AREA** and ensure you have enough light to see the wood from the knees!
- ▶ Consider those around you with respect to noise, dust and mess.
- ▶ **NEVER WORK ALONE!** If you have an accident you will need help very quickly!



# MANUAL HANDLING

Manual Handling is the moving of items either by lifting, lowering, carrying, pushing or pulling. Carelessly lifting a heavy object could easily result in pulled muscles and you being out of action for a lot longer than the duration of the festival. It's something a single trip to the healing fields might not be able to cure!

Long-term damage to your back or upper limbs will be devastating on your career and mobility, so it is important!

## This are some key points to remember when lifting

### ◦ The Load!

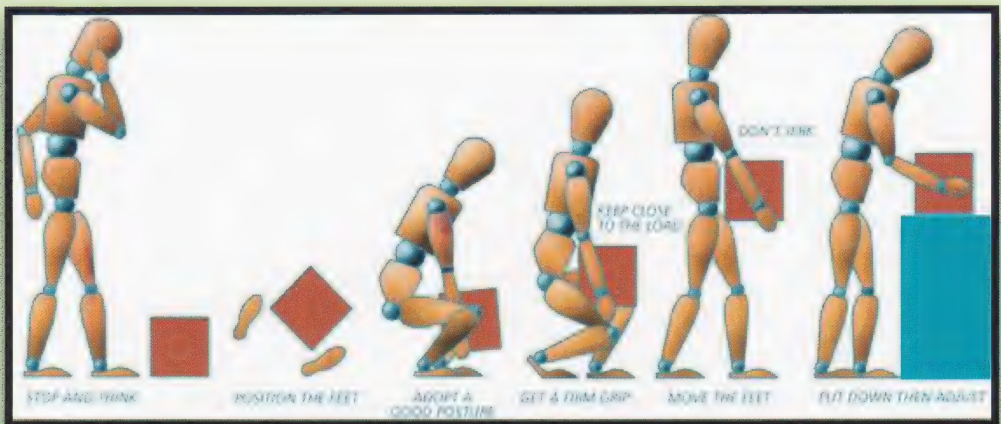
Test the load, check for handles, can you lift it comfortably? Maybe invite a colleague to assist? Will the load restrict your view?

### ◦ Plan the lift, including the route and destination!

Do you know where the load is going? Will it fit? Do you have line of sight to the destination, are there any trip hazards?

### ◦ The lifting technique!

Position your feet evenly (shoulder width) and ALWAYS LIFT WITH YOUR KNEES! Keep your back straight and keep the load as close to you chest as possible!



Remember you should take extra care when:

- Stacking items above shoulder height
- Carrying items up or down stairs
- Carrying items for long distances
- Lifting in a small work space – this will led to you having to twist or stoop

**Nothing is that urgent... WAIT and Ask for help!**



# OVERHEAD & UNDERGROUND

There are a great number of buried and overhead services on site, including high voltage electricity, water and a major gas main. These services present a potentially fatal risk if you come into contact with them.

So, it is really important that you check **BEFORE** any overhead or digging work to be sure it is safe. Detailed maps are available from the Site Office or Infrastructure Office.

If you are working in a high risk area, you will need to obtain special permission in the form of a **PERMIT TO WORK** to carry out certain tasks (including staking, digging, ground works, overhead etc. in the highlighted areas). Someone from the Site Office or the Safety Team will need to come and review the work location and the activity undertaken to be sure you are safe. A sample of the written permit to work is given on the next page.



Areas which require a permit are clearly marked with signs like this one - don't ignore them, they are there to keep you safe.

Don't take the risk - check before you start work.

**IN THESE AREAS**

**NO** permit = **NO** work

**REMEMBER -**

**LOOK UP & LIVE**





**These markers are used to indicate the gas pipeline which runs across the west of the site. Where you see these markers you ALWAYS need a permit to work.**

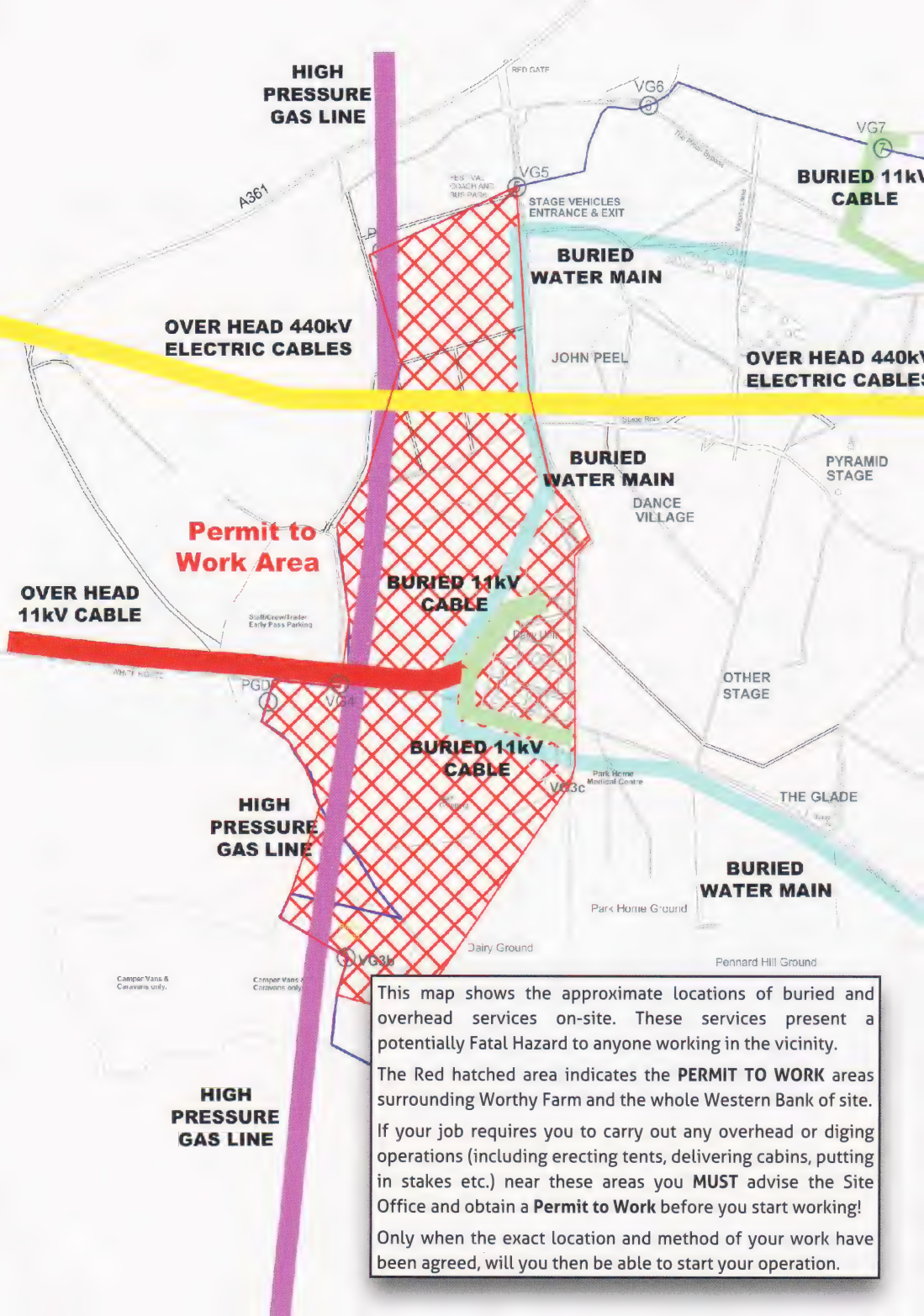
**There are power, data and lighting cables all around the site. Always check above you if you are working or using plant anywhere near them.**



**Beware of uneven ground, holes, trenches and works carried out by others. Remember, if you don't make a clear and safe area for your work - you are presenting a danger to others.**

**REMEMBER - This is a bad example of a protected work site, Always secure your work area to prevent others from danger!**





**HIGH  
PRESSURE  
GAS LINE**

RFD GATE

VG6

VG7

**BURIED 11kV  
CABLE**

A361

REST. VA.  
FOODS AND  
BIR-PARK

VG5

STAGE VEHICLES  
ENTRANCE & EXIT

**BURIED  
WATER MAIN**

**OVER HEAD 440kV  
ELECTRIC CABLES**

JOHN PEEL

**OVER HEAD 440kV  
ELECTRIC CABLES**

**Permit to  
Work Area**

**BURIED  
WATER MAIN**  
DANCE  
VILLAGE

PYRAMID  
STAGE

**OVER HEAD  
11kV CABLE**

Staff/Client/Trailer  
Early Pass Parking

**BURIED 11kV  
CABLE**

Dairy Unit

OTHER  
STAGE

100% 11kV

PGD

VG3k

**BURIED 11kV  
CABLE**

Park Home  
Medical Centre

VG3c

THE GLADE

**HIGH  
PRESSURE  
GAS LINE**

**BURIED  
WATER MAIN**

Park Home Ground

Campers Vans &  
Caravans only.

Campers Vans &  
Caravans only.

VG3k

Dairy Ground

Pennard Hill Ground

**HIGH  
PRESSURE  
GAS LINE**

This map shows the approximate locations of buried and overhead services on-site. These services present a potentially Fatal Hazard to anyone working in the vicinity. The Red hatched area indicates the **PERMIT TO WORK** areas surrounding Worthy Farm and the whole Western Bank of site. If your job requires you to carry out any overhead or digging operations (including erecting tents, delivering cabins, putting in stakes etc.) near these areas you **MUST** advise the Site Office and obtain a **Permit to Work** before you start working! Only when the exact location and method of your work have been agreed, will you then be able to start your operation.





**Permit to  
Work Area**

**BURIED 11kV  
CABLE**

**BURIED 11kV  
CABLE**

**OVER HEAD  
ELECTRIC C**

**OVER HEAD 440kV  
ELECTRIC CABLES**

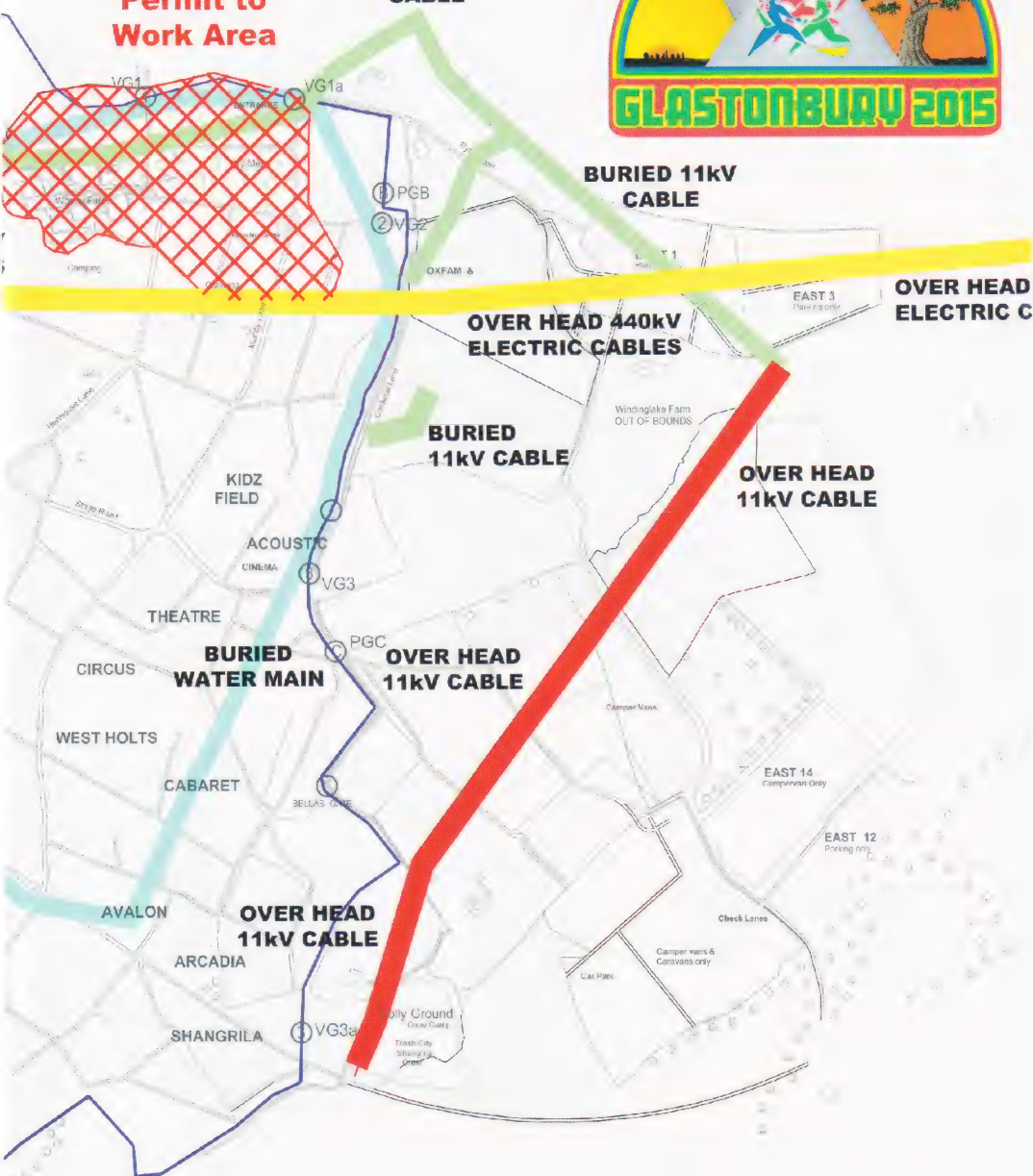
**BURIED  
11kV CABLE**

**OVER HEAD  
11kV CABLE**

**BURIED  
WATER MAIN**

**OVER HEAD  
11kV CABLE**

**OVER HEAD  
11kV CABLE**



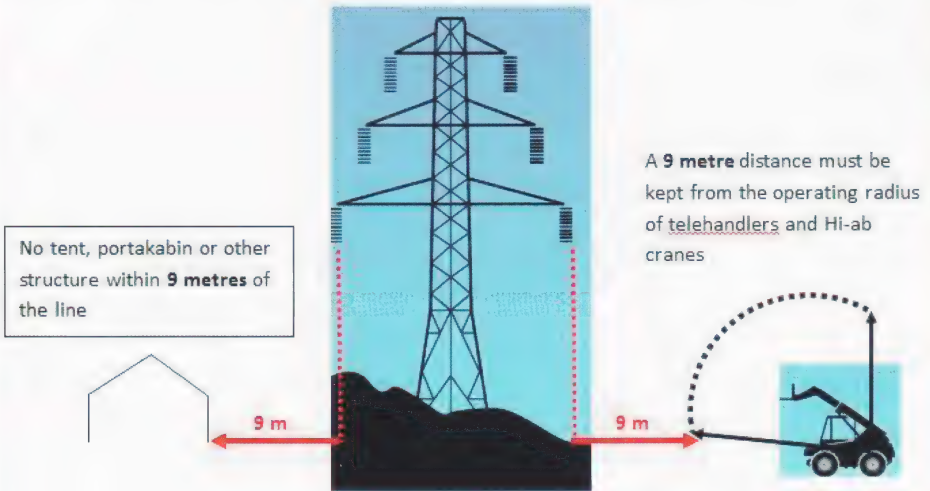


# WORKING NEAR OVERHEAD POWER LINES

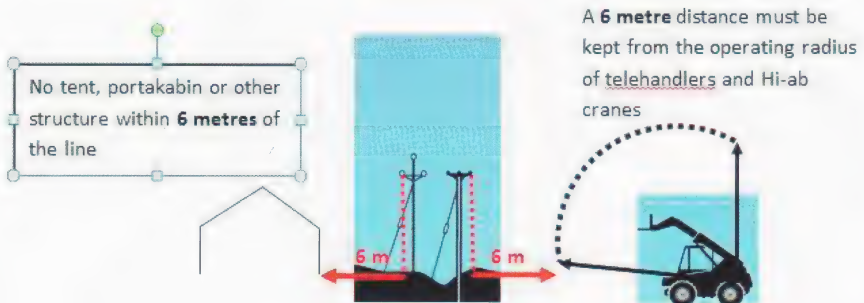
A detailed briefing sheet on working near various types of power line, and the safe distances which should always be observed is available from the Site Office.

An extract is shown below.

The metal pylons carry **440,000 Volt** cables. Areas and activities **MUST** be planned so that no tent or structure is built within 9 metres of a vertical line dropped down from the nearest cable.



The cables on wooden poles carry 11,000 Volts. No tent or any structure may be built within 6 metres of a vertical line dropped down from the nearest cable.



Artics, trucks, skip lorries and forklifts can travel safely below either type of cable as long as the jib or crane attachment is lowered.



## OVERHEAD & BURIED SERVICES PERMIT TO WORK



Date and time of issue	Permit Issued by	Permit Issued to (Contractor)
Description of work to be carried out		
<b>NO OTHER WORK MAY BE CARRIED OUT</b>		
Location of work to be carried out		
Restrictions (e.g. no work within 10 metres of overhead cables)		
This permit allows the named Contractor ONLY to carry out the works described. No other digging, staking or groundworks may be undertaken, or any other kind of overhead works in the vicinity designated Permit to Work Zone.		
Work can commence on (date) at (time)		
Work must be completed by (date) at (time)		
Work can only be carried out after (delete as appropriate)		
<p>Site inspection and marking by National Grid representative</p> <p>Site inspection and supervision by Site Office / Infrastructure Office</p> <p>Site inspection and supervision by GF2015 Safety Representative</p> <p>Issue of this Permit</p>		
<p><b>Statement by Contractor:</b></p> <p>"I understand the nature and restrictions of this Permit to Work, and agreed to abide by its requirements. I have been briefed on the hazards associated with buried and overhead services on the west of the site and I shall ensure that all crew members are advised of the risks associated with the gas pipeline and overhead electrical lines.</p> <p>I shall advise the Site / Infrastructure Office of any variation to the planned works and of any incident that may affect the safety of my staff or others. Once work is completed, I shall inform the Site / Infrastructure Office and this Permit shall be revoked."</p> <p>Signature</p>		
<b>Permit Issued</b>		
(signature of GF2015 representative)		
<b>Work completed and Permit revoked</b>		
Date time		
Signature		

If you have any doubt or questions, phone the Site Office on 01749 899658 BEFORE you start work.

Sample of Permit



# USE OF PLANT & MACHINERY

Due to the nature and scale of the Festival build, numerous operations using plant and machinery are carried out.

Everyone needs to stay focused on the hazards when working around vehicles and plant - even if you are used to it. The following simple rules are what we expect as a minimum level of safe working.

Only crew with the right operators certificates are permitted to drive plant and machinery on site at the festival. You may be randomly stopped on site and asked to show your operators license – make sure you have it with you at all times.

Always check your vehicle before use. Pay special attention to tyres, mirrors and the basic functions of brakes, lights and controls.

If you have an operation that needs doing and don't have the right ticket - ask for help, the festival have a plant operator team to assist with particular tasks. Also check with crew boss or the Area Organiser as the chances are that there will be someone in your area who can help.

**NEVER operate a machine on which you haven't been trained and tested, and never push a piece of equipment beyond its safe limit.**

If you are carrying loads, always face uphill. Make sure loads are secure and either full or empty - no half measures!





# FORKLIFT OPERATIONS

A few simple rules will help the whole plant operation run smoothly and effectively and make your job easier (and safer).

## ALWAYS!

- ▶ Carry out a pre-use check and report any faults to the Site Office or your employer.
- ▶ Avoid sudden stops.
- ▶ Watch out for overhead obstructions (remember the powerlines).
- ▶ Travel with forks lowered and with a banksman if travelling through busier areas pre-festival
- ▶ Face uphill if you are carrying a load; downhill if you don't have a load
- ▶ Make sure loads are properly secured Liquid loads such as IBC tanks, these should be transported either full or empty - no half measures!
- ▶ Look where you are going - eyes open all the time!



## NEVER!

- ▶ Operate a fork lift without an operators license.
- ▶ Lift anyone on the forks
- ▶ Attempt to lift loads greater than the marked capacity of the FLT. Don't take risks or "just give it a go".
- ▶ No mobile phone or radio use whilst driving. Pull over!



# MAN-CAGES & CHERRY PICKERS

Elevating platforms are the best way to avoid the risks of climbing to work at height. Cherry pickers can be booked from the Site Office with an accredited operator.

Forks with man-cages should only be used as a **LAST RESORT** only if cherry pickers or other access techniques are not practicable for the job. The Site Office has a special team to carry out man-cage operations: contact them to book this service.

**An oil drum on a pallet is not an acceptable platform to work safely!**

- ▶ Cherry pickers and forklifts are unstable on steep inclines. Check the ground conditions and never position the machine across the slope.
- ▶ Cherry pickers are great tools - but they are not cranes. The only thing to travel in the basket should be people, tools and small quantity of materials.

**Check with the Site Office to make sure you have the right machine for the job**









# PUTLOGS / PUTLOCKS

Putlogs (short lengths of scaff driven into the ground) are used to hold up a range of items such as signs and fencing, but they need to be put in and removed properly.



## Here is a quick guide to safe and happy putlogging

1. Be 100% sure it is safe to use putlogs. You must check against site maps and with your Area Organiser or Crew Boss to be sure you are clear of any water, electrics, gas or other buried services.
2. Choose the right tools for the job. The scaff section should be around 4-foot (1.2m), and preferably with a crimped end. Avoid using a sledgehammer to drive the scaff in - it will burr over the end of the tube, and unless you are accurate with the hammer, the chances are you will ruin the shaft of the hammer or your knee. **A Post Driver is the simplest kit for the job, but is hard work if you have lots to do (it is also VERY loud).**
3. Measure Twice - Cut Once. Double-check that you are sinking the putlog in the right place before you expend the effort to put it in!

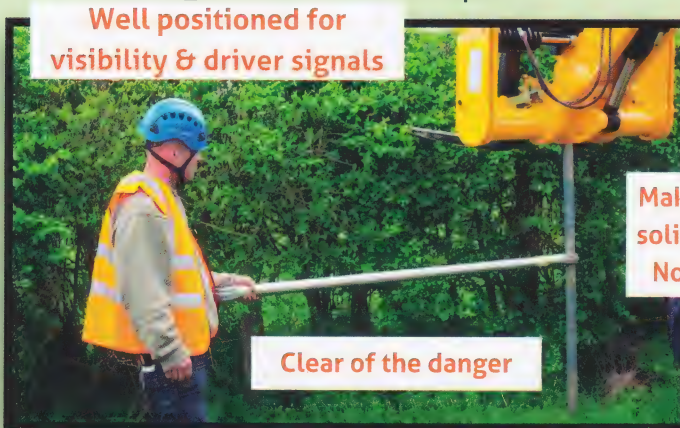




4. If using a telehandler to put in the post, then NEVER go under the for carriage to hold the putlog upright. A hardhat will be of little use if a hydraulic forklifts land on you. A simple solution is the Barney Stick - a short handrail section from an alloy tower, which has a handy clip and can be used to hold the putlog straight until it "bites". **BARNEY STICKS AND HELPING HANDS CAN BE FOUND AT THE RED BARDN** The putlog needs to go in around half its length (at least 50cm) to be at all effective.



5. Use 90° or swivel couplers to connect to whatever it is you are bracing. Depending on location, these may need taping to protect against cuts and scrapes.



Well positioned for  
visibility & driver signals

Clear of the danger

Make sure scaffold is against  
solid part of the carriage.  
Not on the forks or ram

## To Remove a Putlog

Use a polyester round-sling choked round the putlog and on a forklift to pull them out.

# WORKING AT HEIGHT

Throughout the festival, things are required at height - signs, lights, stages and performance. But just because it is common doesn't mean we should treat it lightly! Working at height is one of the biggest risks posed during the build and dismantling of the event. It is often the small scale and quick jobs which lead to injury.

When thinking about the job ahead remember to always bring the correct tools for the job, this will save enormous effort and importantly risk.

**When planning to work at height always consider:**

► **Can you AVOID the risk of working at height?**

- Using extendable tools
- Bring the working area down to the ground

If not;

► **Can you PREVENT a fall from occurring?**

- Installing a perimeter guard rail to the existing working platform
- Installing a working platform with guard rails
- Using work equipment such as safety harnesses, safety chains

If not;

► **Can you MINIMISE the chance of a fall?**

- Safety nets and soft landing systems

**For example: Climbing on top of a tent to erect a sign on a scaffolding frame is asking for trouble. Why not build and attach it all on the**





# WORKING AT HEIGHT -

## Build & Use of Scaffolding Towers

All work at height must be planned and thought through before you start. No ad-hoc random practices are permitted, make sure you have the appropriate kit you need to do the job - (pallets on forks is not a safe or acceptable way to work at height). Much of the work carried out at the festival may require the use of access towers. These are fine to use, they just need to be thought about and built properly...

- ▶ Build on the flattest, most even area you can, closest to where you need to use it.
- ▶ Make sure you have all of the necessary parts before you start building, dont "mix and match" kit - chances are in may look like it fits but it wont.
- ▶ Deck out on the lower level to give yourself a safe working platform that you can hand rail as you go up.
- ▶ Handrails must be in position on all four sides.
- ▶ Always climb up the inside of the tower and don't clamber up the outside and make sure all of the wheels are braked before you climb.
- ▶ If you are carrying out work on a structure that is already built – make sure you carry out a visual check before you start climbing or using it to work.

**Do not use scaffolding towers outside in very wet or windy weather or if advised by the Safety Team.**

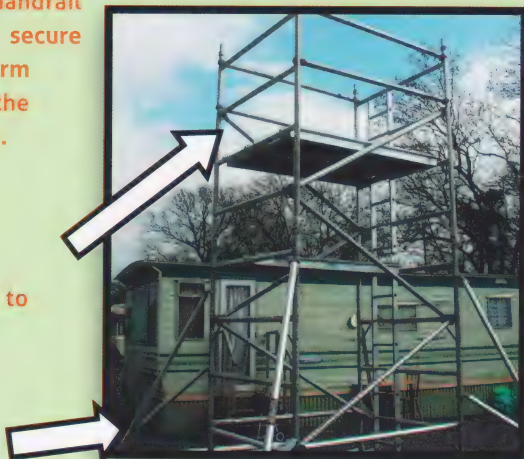


Make sure there are always suitable handrails and dont work on unprotected edges.

If this deck had gone in at a lower level, it would be easy to pop in and handrail and make a secure platform form installing the next section.

Hand and mid rails required on all sides to make safe working platform.

Regardless of the flatness of the ground, always have 4 outriggers on every tower.



# SCAFFOLDING

This may well seem like a long policy on do's and don'ts for scaffolding builds, it isn't meant to be. It is an outline of the agreed policy for building temporary scaffolding structures at the festival. If you are part of a crew putting up scaff, please read it and make sure its how you are doing things on site.

A huge amount of the set-up for the festival is the design and build of temporary structures. A lot of these will involve the use of scaffolding (either tube & clip or system scaff). The Festival should be treated as any other construction site and safe means of erecting and dismantling scaffold structures must be adopted by all contractors. Just because it's a greenfield site doesn't mean that gravity or standard scaffolding regulations don't apply.

All scaffolding structures must be properly designed and constructed for the purpose for which it has been commissioned, they must comply with the relevant standard for temporary formwork or falsework. The structure must be stable and secure which takes considerable planning especially in our testing conditions.

Suitably detailed drawings need to be submitted to the Site Office before a scheme of works can be accepted. If the structure is above 3 metres and will accommodate people, then full calculations will be required.

During the build and dismantle periods you must take all reasonable precautions to prevent the risk of falls from height. This means properly decking out each lift and providing suitable handrail and intermediate rail.



Ensure that scaffolding frames are level, rigid and have proper footings, which may mean screw-jacks and sole boards. In poor weather the potential for subsidence is high, so get something solid under every standard.

**Wherever possible provide a fall arrest anchor point above the point where the construction or build is being carried out. If possible, avoid free-climbing using fall arrest attachment to an incomplete structure.**

Scaffolding needs to be safe in use as well as when being constructed. Plans need to include arrangements for ballast or securing to the ground.

Bear in mind that cladding a scaffolding frame with signs, wooden panels and even "blow-through" mesh will place a huge load on the structure in the event of high wind.

Finished scaffolding designs need to be able to withstand a windspeed of no less than 25 metres per second (55 mph).

Staff working on scaffolding need to have a safe means of access - just climbing up the tubes is not appropriate.

**Whatever the scale of the construction, make sure you plan your work safely. Remember to look up for overhead hazards and check the ground before you start to build.**

There is a comprehensive Festival policy on scaffolding. If your job involves the construction or extensive use of scaffold structures, make sure you read it.

# USEFUL INFORMATION

## Red Gate

Is the main entrance and exit from site, all crew need to enter the site at this location. The gate occupied 24/7 and open 08:00 - 22:00.

## Bath & West Shuttle Bus Operating Times

Operates continuously from 09:00 on Tuesday 23rd June to 18:00 on Monday, 29th June 2015

## Castle Cary Shuttle Bus Operating Times

Saturday 20 June 11:00 - 22:00

Sunday 21 June 12:00 - 22:00

Monday 22 June 09:00 - 23:00

Tuesday 23 June 09:00 - 23:00

Wednesday 24 June 07:00 - 23:00

Thursday 25 June 09:00 - 23:00

Friday 26 June 10:00 - 23:00

Saturday 27 June 09:00 - 18:00

Sunday 28 June 09:00 - 21:00

Note the last bus will depart Castle Cary approx 30-40mins before times noted above.

**All bus services are dropped at the bus station at Pedestrian Gate A.**

**Check out the Festival website and Official Twitter @GlastoFest account for the latest travel and other news.**





**ALWAYS Park in designated parking bays and respect signage and steward communications.**

**Towing of illegally parked vehicles will be in operation during show week!**

### **Property Lock-Ups**

During the festival property lock-ups are available for crew to use if they have valuables on site.

## **LOCAL KNOWLEDGE**

### **Nearest Supermarket**

Shepton Mallet is open 7am-10pm except Mondays 8am-10am and Sundays 10am-4pm

### **Nearest Post Office**

Shepton Mallet is open 7am-10pm except Mondays 8am-10am and Sundays 10am-4pm

### **Nearest Pharmacy**

Boots in Shepton Mallet is open 8.30am-7pm, except Saturdays 8.30am-6pm and Sundays 10am- 4am.

### **Nearest Minor Injuries Unit**

**ALL ACCIDENTS MUST BE REPORTED TO THE SITE OFFICE**

**REMEMBER THERE IS A MEDIC ON-SITE FROM 6th JUNE**

Shepton Mallet Hospital is open every day 8am-8pm

# INSURANCE FAQ's

## Who is covered?

The festivals Employers Liability insurance, provides cover to any staff, labour only crew or volunteers employed directly by Glastonbury, or anyone working under the festivals direct supervision or instruction. It does not provide protection for people employed by third party contractors or companies providing a professional service, traders or bands playing shows on the main music stages.

## I'm a performer and I'm only getting a ticket, am I covered?

It is good practice for performers to carry their own public Liability insurance. However we know some individual performers are engaged directly by Area Organisers or the Festival, and these are either unpaid, or are only paid basic expenses, to add to the artistic element of the festival. In which case the festival will cover these people in regards to public liability insurance, for their work activities at the festival.

## **OK, Glastonbury is not covering me, so what type of insurance should I get?**

Anyone not covered by the festivals own insurance, should carry their own public liability insurance, with the following minimum cover limits;

- £5million in respect of all third party infrastructure and service contractors
- £2million in respect of all Food Traders
- £1million in respect of all non-food related market traders and approved Glastonbury retailers/traders



# INSURANCE FAQ's cont..

**OK, so I'm covered by Glastonbury's Insurance,  
is there anything I should know?**

**I work with hot things or I work up high, what do I need to do?**

You need to plan your work and complete it safely! This means following the instruction or direction of the festival and adopting all site rules or work practices set by GF2015. If in doubt contact the Festival Health & Safety Coordinator BEFORE you start the job.

**Do I have Health cover?**

No. Although clearly you have access to the Festival Medical team and facilities.

**Is my Van or Car insured?**

No. It is up to you to provide insurance for your vehicle.

**What about my tools?**

Glastonbury cannot be responsible for any loss, theft or damage of individual's tools, work plant or equipment/clothing or other items of personal property.

*Should you have any further queries not answered above please contact James Dodds directly: [jdodds@doodsonbg.com](mailto:jdodds@doodsonbg.com)*

## LAST OF THE DO'S & DON'TS

And finally.. to help make the site a safer working environment for everyone:

### DO, DO, DO, DO...

- ▶ Turn up for work prepared
- ▶ Make sure you have read and are familiar with the contents of this handbook
- ▶ Make sure you know what to do in an incident or where to go if you need help
- ▶ Make sure the job is finished and signed off (*where it needs to be*)
- ▶ Check your area of work regularly, EVEN once built and RECORD IT! Even if everything is OK!

### DON'T, DON'T, DON'T, DON'T...

- ▶ Turn a blind eye to anything you see which looks like it shouldn't be happening or could be hazardous
- ▶ Cut corners or try and do your job without the right kit - ask if you need something







## NOTES...

*Use this page to make a note of key numbers, your site location and any other helpful notes you may need - including times for catering!)*

[illegible]



# NOTES...

*Use this page to make a note of key numbers, your site location and any other helpful notes you may need - including times for catering!)*






## EMERGENCY PROCEDURES

If there is an accident or emergency that requires urgent assistance, you need to know how to get help quickly. Programme these numbers into your mobile:

OUTSIDE the main Festival dates (BEFORE 08:00 Tuesday 23<sup>rd</sup> June and AFTER 17:00 Monday 29<sup>th</sup> June) contact:

**SITE OFFICE on 01749 899 658 or**  
**INFRASTRUCTURE OFFICE on 01749 600 134**

A paramedic will then be directed to your location.

During the Festival, EVENT CONTROL is operational (08:00 on Tuesday 23<sup>rd</sup> June to 17:00 on Monday 29<sup>th</sup> June) all emergency calls should be routed to:

**EVENT CONTROL on 01458 55 7955**

If you are using an internal phone, then you can dial the extension (the last 4 digits – shown in **red**). Other direct numbers:

	Phone Number	Radio Channel
EVENT CONTROL	01458 55 <b>7955</b>	1
MEDICAL	01458 55 <b>7969</b>	16
SECURITY	01458 55 <b>7956</b>	2
FIRE	01458 55 <b>7972</b>	16
SITE OFFICE	01749 899 658	Varies - check your channel list
INFRASTRUCTURE OFFICE	01749 600 134	Varies - check your channel list
FESTIVAL SAFETY TEAM	01458 55 <b>7986</b>	Varies - check your channel list

**Every site radio will be able to call**  
**EMERGENCY CHANNEL 16**

As a last resort, if you have to dial 999, give the site address as BA4 4EE (Red Gate). Contact the Red Gate (01749 899 058) to let them know an emergency vehicle is arriving and where you need it on site. Use the site reference grid if possible.

If the incident is serious or involves a member of the public, it will need to be investigated by the Festival safety team. Once you have raised the alarm for emergency help, you should contact them on 01458 55 **7986** or via Event Control on Radio.